

Christ Church Episcopal  
Vestry Meeting  
May 26, 2009

*Approved, June 15, 2009*

**Members in Attendance:** Bill Beattie, Elaine Champion, John Daylor, Rick Elliott, Elizabeth Franklin, Joe Gallagher, Jr. Warden, Amy Goodman, Marc Halbritter, Sr. Warden, Melinda Hancock, Shelley Putney, Registrar, Mike Richards, David Soule, Ted Susac, Dave Wasik, Treasurer, Jim Wheeler

**Staff in Attendance:** Paul Johnson, Rector, Hillary West, Assistant Rector, Sarah Fogler, Director of Parish Operations

**Guests in Attendance:**

Special Guest - Mike Kerr, Treasurer, Diocese of Virginia  
Tom Weed, Stewardship Committee  
Mark Hansell, Building Steering Committee  
Mac Thayer, Youth Building Committee

**Mike Kerr, Treasurer of the Diocese**

Mike joined vestry and other guests for Eucharist and dinner. Following dinner, Mike spoke on a variety of subjects relating to the Episcopal Church and to the Diocese of Virginia. He began with an overview of the history of the Diocese. He also spoke on the following:

- History of Shrine Mont, Roslyn, Church Schools, Diocesan Missionary Society, Trustees of the Funds, Virginia Diocesan Homes;
- Youth:
  - Camps
  - Shrine Month camps, which run from mid-June to mid-August
  - Types of camps within Shrine Mont include a general camp, an outdoor-oriented camp, music & drama camp, art camp, sports Camp and a session for campers with special needs.
    - There is still space available in most camps this summer. Please call Anna Moncure at the diocesan office for availability.
  - Parish Youth Ministries (PYM) is a committee of 25 youth from almost all of the 15 regions of the diocese. Youth desiring to join should be active in their own church's programs and should speak with Ms. Paris Ball, at diocesan office.
  - Province III Events
  - Episcopal Youth Event – a national event, which occurs every three years. 2011 is the next event.
  - Diocesan Youth Mission Trip will be in Marion, NC. The Rev. Mary Davila of St. James', Leesburg is coordinating the trip.
  - Youth Leaders BLOG – [www.dioyouth.wordpress.org](http://www.dioyouth.wordpress.org)

- Towel Ministry – 2009
  - Mission Trip scheduled for June 27 – July 4 in Marion, North Carolina. This trip is full. The name, Towel Ministry, derives from the towel that Jesus tied around his waist and used to wash the feet of his disciples. The towel is a symbol of loving service to one’s friends. This ministry was started over twenty years ago.
- When asked how CCE can help the Diocese, Mike answered that CCE could help in the following ways:
  - By interacting with the larger Diocese;
  - By Inviting folks to be involved with Region XII;
  - By sending representative to Regional Council;
  - Through involvement in committees and commissions.
  - The opportunity remains for CCE to grow more in this area. Ask folks to get involved at Diocesan level or above. For example: If we can identify folks for the Commission on Ministry, or for HR to help people discern a call, or as volunteers to work within the prison ministry.
- Mike also spoke about diocesan involvement in college level programs including VCU, JMU, UVA, Fairfax Community College and Randolph Macon.
- Mike concluded by saying that he would be glad to provide adult forums or to come out and speak on other topics as requested by CCE.

### **Financial Report – Dave Wasik**

- Revenues
  - April revenue fell short of budget by \$9K, \$82K vs. budget of \$91K. We slightly exceeded the most recent reforecast of \$79K.
  - YTD revenue is \$6K ahead of budget, \$392K vs. budget of \$386K, but falling behind Jan-April 2008, \$392K vs. \$418K
  - All of the YTD positive variance is driven by favorability in pledge income
- Expenses
  - April expenses were \$3K favorable, \$94K vs. a budget of \$97K, and favorable to the most recent reforecast of \$104K
  - Expenses running \$36K favorable to budget YTD, \$358K vs. budget of \$394K
  - Variance driven primarily by favorable variances in Outreach, Music, Youth, and Children’s Ministries. Most of these variances will be made up later in the year.
- Contribution
  - April contribution was a \$13K deficit vs. budget deficit of \$6K and reforecast deficit of \$25K
  - YTD contribution (revenues minus expenses) running \$41K ahead of budget, a \$34K surplus vs. a budgeted \$7K deficit.

- Our 2009 outlook is a deficit of no more than \$20K. This assumes that we approve the following recommendations made by the Vestry Finance Subcommittee.
  - \$10K from fundraising (e.g. Fall Festival)
  - \$15K from expense reductions related to Youth Minister position changes
  - \$10K of miscellaneous expenses
  - \$5K additional gift from Christ Church Preschool
  - Latest outlook: \$11K deficit for 2009
- Cash Position is strong, with an unrestricted cash balance of \$261K, down slightly from last month
- Other
  - Lydia's Purse, a vestry and parishioner funded discretionary fund, balance stands at \$11.5K. In April, it had \$2,550 in inflows and \$2,194 in outflows.
  - We have submitted a \$9,000 Erosion Bond for the Building Project. This was required by the County. Funds will be reimbursed at the end of the project, as long as CCE lives up to its end of agreement with the County in regard to erosion.
  - Last month, our projected deficit stood at \$51K for 2009 and \$74K for 2010. We are approving additional moves to close the 2009 deficit to \$11K. Additional work is required for 2010, the deficit for which currently stands at approximately \$50K.
- Growing with Generations – Capital Campaign Status
  - We have signed a Term Sheet with SunTrust for our Construction Line of Credit.
  - Total pledges remain at \$1,608K.
  - Total cash received in April was \$38K, for a total for the Capital Campaign of \$497K. This is consistent with expectations thus far.

**Actions Relating to Financials:**

**There was a motion to approve April financials. The motion was seconded and carried.**

**There was a motion for a vestry resolution to thank the leadership of CCE Preschool for their very generous \$5,000 pledge of 2009 to CCE. This is the second \$5,000 pledge to CCE this year by the preschool. The motion was seconded and carried.**

**There was a motion to agree to budget changes as follows:**

- \$10,000 from fundraising (e.g. Fall Festival)
- \$15,000 from expense reductions related to Youth Minister position changes
- \$10,000 of miscellaneous expenses
  - \$3,500 from Children's Ministry
  - \$1,000 for Audit
  - \$1,000 for Staff Continuing Education
  - \$1,000 for Supplies
  - \$1,000 for Confirmation
  - \$1,000 for Adult Sunday Education

- \$1,500 To Be Determined
- \$5,000 additional gift from Christ Church Preschool

**The motion was seconded and carried.**

**Stewardship Discussion – Tom Weed, Bill Beattie and Paul Johnson**

- Keech Legrand and Tom Weed are co-chairs of Stewardship Committee;
- The committee is working towards setting up three year stewardship goals;
- They are building on strengths of previous stewardship campaigns and expect to encourage CCE to think of stewardship all year long, rather than just during a brief ‘stewardship season’. We hope to encourage each other to live as good stewards.
- Pledge Sunday will be on Oct 24 and 25, 2009.
- Ken Wayland has graciously agreed to help with publications for the annual giving ministry.
- It is important for the Stewardship Team to hear from ministry teams and vestry as to what is important to us. This will help form the informational brochure. We need to decide by late July or early August, so materials will be ready in September.
- The committee is looking for a variety of means and media to communicate with the congregation all that is going on in the ministries of CCE. The team plans to focus on education. The tough economy, while difficult in many ways, may provide an optimum time for us all to re-evaluate how we spend.
- Josie and Keech heard Nathan Dungan speak in Washington, D.C. He encouraged youth and adults to work side by side in the stewardship education process.
- When asked what the Stewardship Team needs from Vestry, Tom answered as follows:
  - Vestry should tell congregation where we are financially. It is exceedingly important that they understand our financial position and hear regularly where CCE stands. There are a variety of ways to do this including weekly or monthly bulletin updates on budget and G4G Campaign. Information should also be included on the website.
  - Teach: ‘Share, save and then spend’. This idea was also presented by Nathan Dungan. How do we best live and teach this ‘order’?
  - Educate people about where funds are going. Ask ministry teams to submit info for *The Grateful Heart* to let members know where and how a specific ministry team’s funds are used.
  - Start educating now. Don’t wait until later in year.
  - The conversation about spending priorities, which usually occurs late in the year, should occur in July this year.

### **Building Update – Mark Hansell & Shelley Putney (financing)**

- The revised, revised POD is nearing approval from the County.
- Henrico County required CCE to make minor easement adjustments for utilities and drainage that covers slightly less area along Pouncey Tract and slightly more along North Gayton extension.
- BCWH issued the construction documents May 1 and they were filed for permit the very same day.
- The permit is nearing approval and lacks only the plumbing and POD approval to be issued (2-3 weeks away).
- Bids to Century Construction for the sanctuary and music space came in higher than estimated, but with a few relatively easy actions, the overage was reduced from \$168,000 to \$50,000. Work is continuing to get the bids at or below the estimate of \$1,050,000.
- Upcoming Schedule Milestones:
  - Upon review of to the scope and costs (assuming we are within budget), enter into an agreement with Century Construction;
  - Henrico County to approve the POD and issue the Building Permit, 2 weeks;
  - Close construction loan with SunTrust – by June 15.
- The process we have chosen is an open book process. It includes every piece of paper with costs, contractors, three bids to nine bids per item. This is very good. There has been evolution of scope from November's numbers to today's numbers. We have more detail and accuracy than before.
- We'll still have \$80K contingency, at least some of which will have to be spent on items not yet identified.
- We project to start as soon as Henrico County gives final approval, which could be in two weeks.
- There was a question from vestry as to the plans for clear communication with ministry teams and the congregation? Mark and Sarah will put a timeline together and will meet and work with contractors to determine points of entry. We will all need to make periodic adjustments throughout construction. We will need to keep the congregation informed through announcements. Entry points etc will change throughout construction. We will be inconvenienced. The faster we can do it, the better.

### **Youth Space - Mac Thayer**

- The Youth Center Ministry Team has met five times. They have defined the scope of work/ program for the Youth Center and determined that they would like a 7,000 square foot building that includes 5,000 square feet of open activity space and 2,000 square feet of space for offices, a meeting room, storage and a kitchenette.
- The structure would be a pre-fabricated, metal building.

- They have shared the scope of work with four contractors. There are two construction approaches: Pre-engineered (Design and Build) and Free Build (concrete block as base). They have decided to go with the former.
- They have reviewed predictive cost estimates and at this point are concerned that while the \$588K budgeted for the project may be adequate for a rectangular design, the cost for a building with an “outboard” design—office and other spaces built adjacent to the activity space, but with lower ceilings--may be as much as \$690K.
- The county will tell us what they will require in terms of the Youth Center matching the other buildings on campus.
- For both options, it is contemplated that CCE will build our own stage and sound booth. We built the sanctuary risers; so, we have the ability to do this again.
- All estimates include a contingency of 5%, all architect fees and all civil engineering fees; no other fees would be incurred.
- There was a request by the Youth Center Ministry Team to proceed based on an estimated cost of \$715K. Because funds are not available in excess of the \$588K already budgeted, a vestry subcommittee was appointed (Bill Beattie, Amy Goodman, Dave Soule & Joe Gallagher) to determine how best to deal with the potential excess cost if the project could not be brought in line with the budget.
- Vestry thanked the Youth Center Ministry Team.

#### **Summary of SunTrust Construction Line of Credit – Shelley Putney**

- SunTrust has approved a line of credit to CCE for up to \$1,000,000. Terms are as follows:
  - Maturity: February 28, 2012
  - Interest Rate: 30 Day LIBOR + 2.6% (Currently 2.98%). Floor of 3%.
  - Payments: Interest due monthly.
  - Origination Fee: \$2,500.
  - Collateral: Assignment of Capital Campaign pledges, provided that the bank shall not exercise any right to collect pledges unless the loan is not paid in full after demand.
  - The bank will not take a pledge on CCE real estate. The church agrees not to pledge the real estate to any other lender during the term of the SunTrust loan.
  - Closing Date: June 15, 2009

#### **Preschool Discussion – Shelley Putney**

- The preschool has grown into a strong and successful program, which currently has enrollment of 60 students for the 2009/2010 school year.
- The staff has been reviewed and contracts signed.
- Everyone on staff is returning with the exception of one teacher, who will continue to substitute.
- Cheri Erk, who continually does an excellent job as Director of CCEP, recently attended the National Association of Child Care Providers Conference in Orlando. This was a very productive trip on several

levels. The conference provided a wealth of information and contacts, which will help take CCEP to the 'next level'.

- Parents of preschool students recently completed a survey. For the most part, the comments were overwhelmingly positive and supportive. Parents and children see CCEP as a high quality program, with warm and loving staff members, wonderful chapel time with Hillary, appropriate curriculum, good friendships, all in a Christian environment.
- Due to recent career changes, Becky Bucci, President-elect and the current Vice President of CCEP, will no longer be able to serve as VP/ President-Elect as she had planned. Thankfully, Becky will remain on the Board.
- Vestry Executive Committee has approved, at the CCEP Board's request, the election of Cindy Harper as the VP/President -Elect. Cindy has great history with the preschool, as a member of the original board. She has graciously agreed to step into this position and will serve as President after Andrea MacGill's term ends in December 2009.

#### **Wardens' Report – Marc Halbritter and Joe Gallagher**

##### **Youth Ministry needs relating to Jake's departure and Jeremy's promotion to Sr. Youth Minister:**

- Jeremy and Sarah have worked on a timeline
- There has been discussion of where they will post for the position of Assistant Youth Minister. There is no charge for posting.
- Sarah will come back to Vestry with a budget request to cover the cost of interviews, moving and other related expenses.
- This is a good time of year to find someone for this type job. We need to move as quickly as possible. This ministry requires two people.

##### **There was a motion to allow Paul, Sarah and Jeremy to move forward with the search process for the Assistant YM. The motion was seconded and carried.**

#### **Sarah – Staff Report**

- The new and improved CCE Website is going live in June.
- Sarah will send out a link next week. She welcomes feedback. Sarah asked that vestry not forward the website link. The site is not quite ready. The upcoming request will be for content feedback only.
- Ministry teams are providing info to Sarah regarding what they'd like to add to the site.

### Rector's Report – Paul Johnson

- Lilly Foundation Grant Application - Paul applied for a Lilly Foundation Grant Application for sabbatical. We'll hear back by October 1.
- CCE's Birthday Celebration is a great opportunity to celebrate who we are as Christ's own in the world. A group from Missions Ministry Team is working on a plan as a part of CCE's birthday, for CCE to be intentional in serving in the world for one month. The plan will include service opportunities with Caritas, Comfort Zone Camp, Habitat, Central VA Food Bank. It may also include activities around Micah (Rick Steenrod), and the Consignment Sale (Susan Steenrod). There is also a conversation about a community garden. The purpose is to invite others and ourselves to think about what it means to live out our baptism. We are servants in the world. Those folks who are in places who can't take time to work on these projects will be invited do whatever they can, such as pray or collect cans of food in their neighborhood. Every week beginning in August, we will come forward and be commissioned to serve. The hope is that everyone will come forward to be commissioned. We are still exploring how to encourage and to go about this. This is something we do for a lifetime. This time of intentional servant hood will culminate on Sept 13 with CCE's birthday. All ideas are welcome.
- Mike Richards invited CCE and vestry to participate the last week in July in 'Lose the Training Wheels'. This is a project that serves those with brain injury, autism, or Downs. Volunteers serve for one week, one hour per day, running along with a child as he/she learns to ride a bike.
- Joe reminded vestry of the upcoming Annual CCE Music Concert, 'Witness'.

The meeting was adjourned with prayer at 10:00 p.m.

Respectfully Submitted,  
Shelley Putney  
Registrar